

PUBLIC SERVICES ACTIVITIES
Project Packet

Participating Municipalities: _____

☐ **Regional Activity** (check here)

1. Name of Project: _____

(If proposing more than one Public Service project, please complete a packet for each proposed project.)

2. Eligible Activity:

(Select one from the following project categories and indicate the appropriate components.)

- ☐ ABE/GED classes
- ☐ Domestic Violence Prevention Services
- ☐ Elder Self-sufficiency Services
- ☐ English for Speakers of Other Languages (ESOL)
- ☐ Financial Literacy Services
- ☐ Individual Development Accounts
- ☐ Job-related Childcare Assistance
- ☐ Job-related Transportation Assistance
- ☐ Job Training
- ☐ Literacy Training

- ☐ Food Pantry
- ☐ Elder Services
- ☐ Homelessness Prevention Services
- ☐ Homeownership Counseling
- ☐ Substance Abuse Counseling
- ☐ Youth Services
- ☐ Other: _____

Projects/programs must be consistent with the applicable provision of Section 105(a) of Title I, Housing and Community Development Act of 1974, as amended. DHCD staff will review for compliance. Ineligible activities will not be scored. (See Appendix A and pages 3-6 of the Application Guidance section for Eligibility guidance)

3. National Objective: (select one)

- ☐ Benefit to low- and moderate-income persons. For this national objective, indicate whether the beneficiaries are based upon:
 - ☐ Area-wide benefit (LMA) or,
 - ☐ Limited clientele (LMC) or,
 - ☐ Low- moderate-income jobs (LMJ), **and**

Estimate the number of low- and moderate-income persons to benefit from the Project and provide:

Total number of beneficiaries _____
Total Low/Mod beneficiaries _____
Percentage of L/M beneficiaries _____%

☐ Elimination of slums or blighting conditions: Area ☐ (SBA)

For area-wide blight:

Percentage of deteriorated buildings/qualified properties _____%
In what year did DHCD designate the area? _____

Describe in detail how your project will meet a national objective and how it will be documented. (See page 18 of the Application Guidance section for National Objective guidance.)

Threshold Requirements

- 1. Demonstrate project consistency with the applicant's Community Development Strategy.** Describe how the proposed project is consistent with the Community Development Strategy included in this application. (See page 23 of the Application Guidance section and pages 5 and 6 of the One Year Action Plan for Community Development Strategy Consistency guidance.)
- 2. Project Description:** Please provide a summary of the proposed project. The summary should include a detailed scope of the total project, including the non-CDBG funded components. For regional applicants, list the amount of funds allocated per community for the project(s).

Additional Thresholds for Public Social Service Programs:

(a) Demonstrate that the proposed project will be a new service, an expansion of an existing service or a continuation of a project presently funded with Mass. CDBG funds. Public social service projects are eligible for CDBG assistance under Section 105(a)(8) of Title I of the Housing and Community Development Act of 1974, as amended, if such services have not been funded with local funds -- i.e., not funded by the municipality using locally raised funds or state funds that pass through the municipality -- within the twelve-month period prior to the date of application.

(b) Demonstrate that the proposed project is not provided by other state or federal agencies, or are provided but not available to CDBG-eligible residents in the applicant community(ies).

3. Project location Census tract/Block group: _____

4. Project Budget Information:

CDBG project cost:	\$ _____
CDBG delivery cost:	\$ _____
Total CDBG cost:	\$ _____
Other Project funds (if applicable):	\$ _____
Total Project Cost:	\$ _____

Cite Sources of Other Project Funds: _____

Detailed Budget Requirements (This information will be used to confirm overall project feasibility.)

1. Demonstrate Cost Reasonableness

- a. Provide a detailed budget for the program to include program delivery and direct program costs. Specify how CDBG funds will be used.
- b. Document the experience of the provider, costs of comparable services and the process used to review the accuracy of the budget.
- c. Explain the qualifications of the person who prepared the budget.

Cite sources of other Project funds: _____

- **If Project will be subcontracted, name of proposed sub-grantee:**

Project Budget: PUBLIC SERVICES

By funding source, please fill in the appropriate line items below. Then total each column and row.

	Estimated Cost per Agency/ Service Provider \$	CDBG \$	Section 108 \$	HOME \$	ESG \$	HOPWA \$	Other Federal \$	State/Local \$	Private \$	Other \$	TOTAL \$
Direct assistance to sub-grantees or target clientele											
Project Delivery											
Other (Identify):											
Project Totals											

COMPETITIVE QUESTIONS

(Please address these questions in no more than six pages, plus attachments.)

1. Project Need - 18 Points

What is the need for the proposed project/program?

Define the need or problem to be addressed. Provide evidence of the severity of the need or problem. Who is the affected population and why is this population presently underserved or not served?

The need for the project will be evaluated upon the extent to which the response demonstrates the severity of need through surveys, census data, needs assessments (including assessments done by a Community Action Agency), and the characteristics and current needs of the target area and target population.

2. Community Involvement and Support - 12 Points

Were the community and/or potential beneficiaries' involved?

Demonstrate the involvement of the community and/or potential beneficiaries' in the identification, planning and development of the proposed project beyond the required public participation process. Provide evidence of public forums or meetings regarding the project and attendance records, press coverage or meeting minutes that demonstrate support for the project.

- a. Explain how the project is responsive to expressed community interest, i.e. what process was used to select this particular project.
- b. Demonstrate the outreach efforts made by the town/city to involve the community. Include evidence: notices, newspaper articles...
- c. Demonstrate how the potential beneficiaries and the community at-large were involved in the planning and development of the proposed project beyond the required public participation process. Include evidence: phone inquiries, letters, petitions, newspaper articles or letters to the editor, establishment of an advisory committee.
- d. Define the process to be used to maintain involvement of the project beneficiaries in the implementation of the project.

Community Involvement/Support will be evaluated based on the extent to which the community and potential beneficiaries were provided with opportunities for involvement, demonstrated involvement and resulting support for the project, and will have access to ongoing opportunities for involvement.

3. Project Feasibility - 20 Points

Why is the proposed project/program feasible?

Demonstrate that the activity proposed is feasible by addressing the following points:

1. Describe and document demand for the project/program through surveys, inquiries, waiting lists (do not provide specific names), social service provider data and statistics, and past participation.
2. Describe and document the marketing strategy, recruitment and program participation selection strategies.
3. Describe and document the availability of matching or other funds needed to complete the project. Do not include in-kind services for town employees who would otherwise be responsible for a grant-related administrative function. In-kind services are accepted only as directly related to the project. (For example, in-kind provision of program delivery space is acceptable.)
4. Identify the procurement process applicable to the project (if multiple processes are applicable, identify each process)
5. Describe and document the current status of environmental review. Identify all necessary federal, state, and local permits, including state and local environmental permits, and the timeframe for obtaining them. Include the appropriate checklist(s) and response letters from relevant state agencies and/or local commissions.
6. Identify the project milestones, state the duration of time needed for each milestone, and identify when each milestone will be completed.
7. Provide a management plan for the project that identifies the roles and responsibilities of all personnel involved in the project.
8. Citing past accomplishments, document that:
 - the community has the necessary expertise to conduct the activity, or has experience acquiring the expertise, and
 - the timeline for completion is realistic.

Project feasibility will be evaluated on the extent to which the project is capable of proceeding at the time of award, can be effectively managed, and can be physically and financially accomplished within the grant period.

4. Project Impact - 15 Points

What will be the impact of the proposed project/program?

Describe the impact the activity will have on the specifically identified needs. What measurable improvements will result from the activity? Clarify why the proposed project is a solution, or part of a solution, to the identified need or problem. How much of the need will be addressed? What outcome will result other than the number of people served?

For projects benefiting low/moderate income (lmi) persons, provide the number of lmi persons served by the project as a percentage of the lmi persons in the target area. For projects serving a limited clientele, provide the number participants to be assisted or other applicable quantitative measures as a percentage of the eligible participants in the service area.

Project Impact will be evaluated on the extent to which the response documents that the activity addresses a significant amount of the identified need and that the activity proposed will have measurable improvements/identifiable outcomes that will benefit the intended beneficiaries and/or the target area.